

# *In the Rooms of the Board of Supervisors*

County of Inyo, State of California

I, HEREBY CERTIFY, that at a meeting of the Board of Supervisors of the County of Inyo, State of California, held in their rooms at the County Administrative Center in Independence on the 11<sup>th</sup> day of May 2021 an order was duly made and entered as follows:

*Personnel –  
ICPPOA MOU*

Moved by Supervisor Pucci and seconded by Supervisor Roeser to ratify and approve the April 1, 2021 through March 31, 2024 Inyo County Probation Peace Officers Association Memorandum of Understanding and authorize the Chairperson to sign. Motion carried unanimously.

<i>Routing</i>
CC Purchasing Personnel X Auditor CAO Other: ICPPOA DATE: May 12, 2021

WITNESS my hand and the seal of said Board this 11<sup>th</sup>  
Day of May, 2021



CLINT G. QUILTER  
Clerk of the Board of Supervisors

A handwritten signature in blue ink, appearing to read "Clint G. Quilter".

By: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE COUNTY OF INYO  
AND  
THE INYO COUNTY PROBATION PEACE OFFICERS ASSOCIATION  
April 1, 2021 - March 31, 2024**

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## **ARTICLE 1. RECOGNITION**

The County of Inyo (hereinafter called the "County") has recognized the Inyo County Probation Peace Officers Association (hereinafter called the "Association") as the formally recognized employee organization of bargaining unit employees for the purpose of meeting its obligations under the Meyers-Milias-Brown Act, Government Code section 3500, *et seq.* This Agreement applies to all employees in the Association bargaining unit.

The County recognizes the Association represents the following classifications under this MOU:

Deputy Probation Officers (I, II, III)  
Rehabilitation Specialists  
Senior Rehabilitation Specialists  
Senior Rehabilitation Specialists II  
Community Services Officers

## **ARTICLE 2. EFFECT OF PRIOR MEMORANDA OF UNDERSTANDING AND RESOLUTIONS**

This Agreement supersedes all prior Memoranda of Understanding between the County and the Association, and Resolutions approving such prior Memoranda of Understanding.

## **ARTICLE 3. NON-DISCRIMINATION**

**Section 1.** The County will recognize and will protect the rights of all employees hereby to join and/or participate in protected Association activities, or to refrain from joining or participating in protected activities, in accordance with Government Code sections 3500 to 3511.

**Section 2.** The County and the Association agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, ancestry, political or religion or religious creed, marital status, physical or mental disability, medical condition or sexual orientation. The County and the Association shall reopen any provision of this Agreement for the purpose of complying with any final order of a federal or state agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement to be in compliance with state or federal anti-discrimination laws.

**Section 3.** Whenever the masculine gender is used in this Agreement, it shall be understood to include the feminine gender.

## **ARTICLE 4. WORKDAY AND WORKWEEK**

The work week begins at 0001 hours each Thursday and ends at 2400 hours the following Wednesday (one minute after 12 midnight Thursday through 12 midnight on Wednesday).

- a. Full time permanent employees on either a seven or eight hour daily work schedule will work five consecutive days, with two consecutive days off.
- b. Full time permanent employees on a four day, ten hour per day work schedule will work four consecutive days with three consecutive days off.

- c. The County Administrator may in his/her discretion based upon recommendation from a Department Head change work hours and/or work shifts on a temporary basis in such department or work unit thereof.

## **ARTICLE 5. OVERTIME AND COMPENSATORY TIME - FULL TIME PERMANENT**

The County will comply with the Fair Labor Standards Act (FLSA) and shall compensate all full time nonexempt employees at the pay rate of time and one-half for all overtime hours worked. Time and one-half compensation shall be paid after 35 hours for those non-exempt full-time employees scheduled on a 35 hour work week. Time and one-half compensation will be paid after 40 hours for those full time non-exempt employees scheduled on a 40 hour work week. Non-exempt full time employees covered by this Agreement shall be compensated for authorized overtime at the rate of one and one-half (1-1/2) times his or her equivalent hourly rate of pay, when approved in advance by the department head.

- a. All overtime must be scheduled with the employee in advance, except in the case of an emergency or when reasonable, unforeseeable operational needs prohibit advance notice.
- b. Overtime may be converted to compensatory time off at the rate of time and one-half (1-1/2). The compensatory time may be banked as provided in paragraph e. below. The conversion of overtime shall be at the option of the employee. Overtime shall be paid in accordance with current procedures unless an employee requests compensatory time.
- c. Attachment "A" to this Agreement is a list of those positions exempt from overtime and compensatory time under FLSA. Positions on this list may be added to or deleted from in accordance with the definitions of the FLSA. If issues of dispute arise between the County and Association, a letter ruling will be sought from the U.S. Department of Labor, which administers FLSA, to determine if the position meets the appropriate criteria for inclusion or exclusion from the list.
- d. "Hours worked" will be calculated as provided for by the Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.* "Hours worked" does not include time for which persons are compensated, but do not actually work.

County will allow non-exempt full time employees to carry 120 hours of compensatory time on the books. Compensatory time will be placed on the books at the rate of one and one-half (1 1/2) hours for each approved overtime worked. When an employee leaves employment, any compensatory time remaining on the books will be paid at the employee's hourly rate. On two (2) occasions (December and July: First full pay period) an employee may elect to convert compensatory time into a cash payment, at the rate of pay, including retention incentive pay, up to a total of forty (40) hours of accrued compensatory time in a calendar year. (Example: member elects to covert thirty (30) hours in July; member can only convert ten (10) in December.)

See Appendix B for guidelines of cash in lieu of.

## **ARTICLE 6. STANDBY AND CALL-OUT COMPENSATION**

- a. Stand-by Compensation. Employees requested by the department head to serve in an after-hours response capacity will receive \$ 75.00 for performing standby duties on each regularly

scheduled day and \$120.00 for performing stand-by duties on regularly scheduled days off or holidays. Holidays are those recognized pursuant to Article 19 of this Agreement.

- b. Call-Out Compensation. Those employees who are eligible for overtime compensation and have ended their workday and have left their place of employment, but who have been requested to perform duties after normal working hours, will be compensated at the rate of time and one-half. If the time worked is less than two hours, the employee will receive two hours compensation minimum at the rate of time and one-half. Provided, however, if the employee is not required to leave the location at which he/she would otherwise remain (e.g. the employee takes a call at home, and/or makes calls from home) then the employee will receive time and one-half for the actual hours (calculated in 15 minute increments) worked. If the time worked is more than two hours, the employee will receive time and one-half for the actual hours or portions thereof worked.

These call-out provisions will apply to no more than two call-out instances per 12-hour period. Any call-out instance after the first two in a 12-hour period will be paid at normal overtime rates.

- c. An employee will be deemed to be on telephone standby if the employee's department head informs the employee that the employee may be subject to being called out during a certain period. A department cannot avoid payment under this Article by informing an employee he or she may be needed, but not formally placing the employee on standby.

## ARTICLE 7. SALARIES

- a. Salary Increases: The salaries for employees represented by ICPPOA shall be increased from those set forth in Attachment B as follows:

Salaries for employees represented by ICPPOA shall be paid in accordance with Attachment A. COLA's will be determined by a 12-month period from the Riverside-San Bernardino-Ontario Consumer Price Index (CPI).

Effective 2021 the first pay period of July and each year after, members shall receive a COLA determined by the March to March CPI-W for Riverside-San Bernardino-Ontario, with a minimum of 0% to no more than 4%.

- b. Longevity Pay: The County will provide the following longevity increases after ten (10) years of consecutive service:

- 10 years – 2%
- 15 years – 2%
- 20 years – 2%
- 25 years – 2%

These increases will be based on employee start date. If the employee starts on the first through fifteenth of the month, the increase will begin the first of that month. If employee starts on the sixteenth through the thirty-first of the month, the increase will begin the first of the following month.

- c. Shift Differential: Employees working swing shifts (full shifts worked between 3:00 p.m. and 12:00 midnight) shall receive a shift differential of 2%. Those working graveyard shifts (full shifts worked between 12:00 a.m. and 8:00 a.m.) shall receive a shift differential of 4%.
- d. Transport Pay: Any employee whose shift is adjusted or changed to accommodate the County with a transport shall be paid an additional \$50.00 stipend for each transport. Employees who are working their regularly scheduled shift and complete a transport which takes them beyond their scheduled time off would not qualify for this stipend, however, they would be paid overtime consistent with Article 5.
- e. Bi-Weekly Pay Period: Employees covered by this Agreement shall be paid bi-weekly (every other Friday)

**ARTICLE 8. PART-TIME BENEFITS**

**Section 1.** The County will provide the following benefits at the following levels for the following classifications of part-time employees:

- a. Part-time, Non-benefited, Merit System Employees:
  - (1) Defined as employees working between 1 to 19.99 hours per week:
  - (2) Hired through County recruitment process;
  - (3) Appeal rights under Article XII, Disciplinary Actions and Appeals Procedures, of the Personnel Rules, shall be limited to an appeal to the County Administrative Officer, whose decision shall be final and binding; such employees shall not be entitled to appeal any disciplinary matters to the Hearing Officer or any other higher authority.
  - (4) Any hours worked in excess of 40 during the two week pay period will be paid at time and one-half.
  - (5) Such employees shall not receive any benefits, including but not limited to those benefits provided for in Articles 9, 10, 11, 16, 17, 18, or 20 of this Agreement or any other insurance, leave, or other benefits provided by the County to any other employees.
- b. Part-time, Benefited, No PERS Retirement, Merit System Employees:
  - (1) Defined as employees working between 20 to 29.00 hours per week;
  - (2) Employees hired through the County Recruitment process;
  - (3) Merit System employees with full appellate rights under the Personnel Rules;
  - (4) Employees shall be hourly employees and shall not receive any benefits provided for in Article 20 (PERS retirement benefits);
  - (5) Employees shall receive the following benefits:
    - a. The County will pay eighty percent (80%) contribution of the premium for employee only health benefits. (Employee has the option to purchase, at their own cost, dependent coverage).

- b. Employees shall receive prorated vacation (Article 17 hereof and Personnel Rule 813) and sick leave (Article 16 hereof and Personnel Rule 814). Proration shall be determined by the number of hours worked by the employees.
  - c. Any hours worked in excess of 60 during the two-week pay period, will be paid at time and one-half.
  - d. Employee moving from part-time status to full time status will be allowed portability of vacation and sick accruals based on the prorated budgeted position.
  - e. Employees shall be entitled to participate in the County Flexible Benefit Program, provided for in Article 10, herein.
  - f. Employees shall be entitled to participate in the County Deferred Compensation programs, provided for in Article 12, herein.
  - g. Except as specifically provided in sections (a) through (f) above, these employees shall receive no other benefits provided by the County to its other employees, including but not limited to any other insurance, leave or other benefits provided by the County to any other employees.
- c. Part-time, Prorated Benefits, Merit System Employees:
- (1) Defined as employees working between 30 to 39.99 hours per week, as determined by the Personnel Rules and Article 4, herein;
  - (2) Employees hired through County recruitment process and merit system employees;
  - (3) Employees will have fully paid health insurance as provided by the County to full time career employees;
  - (4) Employees will have prorated dental, vision, leave and retirement benefits. Proration will be determined by the number of hours worked by the employee;
  - (5) A non-exempt employees will be paid overtime and eligible for compensatory time for all hours worked in excess of 40 hours per week. Overtime payments and compensatory time will be provided in Article 5.

**Section 2.** The benefits and status provided to the employee classifications defined in Section 1, above, are subject to the following:

- a. The following are excluded from the above classifications and, therefore, not entitled to any benefits or status provided for in Section 1: Seasonal employees, temporary reserve officers, contract employees, GAIN, TANF (Welfare to Work), Title V or other workers placed through state or federal programs;
- b. In the event PERS reverses its current position concerning the validity of the County's hourly exclusion in its PERS contract, the County and Association shall meet-and-confer concerning the impact of such decision and the necessary changes to the benefits provided for in Section 1.



## **ARTICLE 9. INSURANCE BENEFITS**

- a. The County shall continue to contract with the Public Employees Retirement System (PERS) for medical benefits during the term of this Agreement.
- b. County agrees to pay 80% of the premium of PERS Choice, PORAC or PERS Select Plans. Employee will be responsible for 20% of the premium. The maximum the County will contribute toward a different CalPERS plan other than listed above will be 80% of PERS Choice premium.
- c. Dental: County agrees to pay 100% of the monthly premium (for employee and dependents) for dental insurance during the term of this MOU. County agrees to provide through Delta Dental orthodontia benefits for adults and children, 50% benefit schedule; \$1,200 lifetime maximum.
- d. Optical: County agrees to pay 100% of the monthly premium (for employee and dependents) for optical insurance during the term of this MOU.
- e. Life: County agrees to pay 100% of the monthly premium for life insurance - \$20,000 term policy on employee during the term of this MOU.
- f. County will pay the following per pay period to each employee who has other medical coverage and has opted out of the County's medical plan:
  - Eligible for *employee only* coverage - \$92.31 per pay period
  - Eligible for *employee plus one* coverage - \$184.62 per pay period
  - Eligible for *family coverage* - \$276.93 per pay period
- g. Retirement Medical – At a mutually agreed upon date in the future as the County begins to make decisions on what to do for new hires, in concept, ICPPOA agrees with grandfathering existing, vested employees, and creating a pre-funded retiree health investment option for new hires with both the County and employees contributing, if allowable by law.

## **ARTICLE 10. FLEXIBLE BENEFIT PROGRAM**

County will pay the administration fee for each employee who participates in flexible benefit program allowed by Section 125 of the Internal Revenue Code.

## **ARTICLE 11. SHORT-TERM DISABILITY PROGRAM**

"Except as otherwise specified in Article 8, County will provide all eligible employees with a self-insured income protection plan for up to one (1) year for non-job-related disabilities preventing a person from working. County agrees to pay the applicable premium on behalf of the employee, as set forth in the County's Short-Term Disability Insurance Plan (as the same may be amended from time to time)." Any employee denied benefits under this provision may file a grievance pursuant to Article XIII of the County Personnel Rules and may have the matter heard only up to the level of the County Administrative Officer. The benefit will be as set forth in the Short Term Disability Program.

## **ARTICLE 12. DEFERRED COMPENSATION**

County will provide deferred compensation programs for employees.

## **ARTICLE 13. REASONABLE ACCESS, CONTRACTING OUT**

**Reasonable Access** - The practice will continue, which allows ICPPOA Officers and Representatives reasonable access to County work locations, facilities, equipment and other County resources.

**Contracting Out** – The County agrees to address contracting out of County Services in accordance with all applicable laws.

## **ARTICLE 14. CAREER LADDER PROCESS**

As outlined in Personnel Rules 5.19, Career Ladder, a career ladder is a term used to define movement through a job series without posting of the position (e.g. Probation Officer I-III) as the employee acquires additional skills, responsibilities and experience. Career ladder advancements do not require a vacant position. Job titles or positions within a job series constitute distinct classifications.

5.19 Career Ladders. Due to the nature of some classifications, various County positions have been assigned career ladders through the classification plan. These progressions are part of a job series and identified in the applicable job descriptions. Each rung on the career ladder represents a distinct classification.

The County shall modify the Rehabilitation Specialist Series to be a career ladder from Rehabilitation Specialist II to Senior Rehabilitation. Deputy Probation Officer I-III will be designated as a career ladder series.

- Advancement from a I to II
  - Employee who meets the minimum requirements for the II level, and who also receives a rating of “satisfactory” (employee must receive a three (3) [meets] or higher in every individual rating criteria) on the first annual evaluation report will advance to a level II.

- Advancement from a II to III and III to IV

Employee must meet the minimum qualifications for the next level in the career ladder.

- Employee must receive a minimum overall rating of “Meets Expectations” in all categories on their most recent annual performance evaluation report.

Should the employee meet expectations in every category in their current positions, the Department shall conduct a skills assessment based on the minimum qualifications of the next position on the ladder to determine whether the employee is eligible to move to the next level. This assessment shall be shared with the employee. Should the employee not be ready, they shall be eligible for assessment again at their next evaluation.

Department Head must provide written documentation that moving the employee to the higher level will benefit the efficiency and functioning of the Department. A copy of the document must be signed by the Department Head and employee, and

transmitted to Personnel with the request for inclusion in the employee's personnel file.

#### **ARTICLE 15. EMPLOYEE TRAINING AND TUITION PROGRAM**

The County will reimburse educational expenses in accordance with "Employee Training and Tuition Assistance Program Policy." The County will also continue to reimburse all costs for licenses and certification used in the course of employment.

#### **ARTICLE 16. SICK LEAVE**

- a. Each employee shall accrue 4.62 hours of sick leave per pay period, for a total of 120 hours per year. There is no limit on the amount of sick leave that may be accrued.
- b. The County recognizes that the ICPPOA membership has created a sick leave pool for use by those members who have exhausted all of their accrued leave (flex, vacation, sick and CTO) due to a non-industrial illness or injury. Any ICPPOA member in good standing may request hours from the sick leave pool by submitting a written request to the ICPPOA Board of Directors. Once approved the ICPPOA president will notify the County Administrative Officer. An employee may only receive a cumulative total of one hundred and sixty (160) hours during a twelve-month period.
- c. Any employee may donate up to a maximum of unused sick leave to the sick leave bank. Employees will have two fifteen (15) day windows of opportunity (January 16-31 and July 16-31) to contribute to the sick leave bank.
- d. Employees who retire from the County may convert all unused sick leave into service credit.

#### **ARTICLE 17. VACATION LEAVE**

An employee may accrue a maximum of 280 vacation hours.

- a. In the event an employee is denied a request for vacation, which denial causes the employee to cease accruing vacation benefits due to the 280-hour cap provided herein, the employee may continue to accrue vacation benefits so long as (1) the employee and his/her supervisor agree that the employee will take necessary vacation time at a date in the future to bring the employee below the 280-hour cap; (2) the alternative vacation must be scheduled and taken by the employee within six months; and (3) the County Administrative Officer approves the arrangement, which approval will not be unreasonably denied.
- b. The County Administrative Officer may approve requests for vacation in excess of 20 consecutive work days based on extenuating circumstances.

#### **ARTICLE 18. FLEXIBLE LEAVE**

The County shall grant employees 40 hours of Flexible Leave hours each fiscal year.

Flexible leave will be granted each July 1 and must be exhausted by the following June 30. Flexible leave will not carry over from one fiscal year to the next. However, if an employee believes there are extenuating circumstances that made it impossible for him/her to utilize flexible leave within the fiscal year,

the employee must make a written request to the County Administrative Officer stating the reasons flexible leave should be carried over to the next fiscal year. If the County Administrative Officer approves the request, flexible leave shall be carried over.

Flexible leave will not be paid should an employee terminate, for any reason, from County services.

An employee requesting flexible leave shall give a minimum of 48 hours' notice to his/her supervisor. A request to take flexible leave may be denied due to the operational needs of the employee's department.

New employees, upon appointment, shall be granted a prorated number of flexible leave days as follows:

July 1-October 31 .....	Five (5) days
November 1 - February 28 .....	Three (3) days
March 1 - June 30.....	One (1) day

## ARTICLE 19. HOLIDAYS

- a. Recognized Holidays. County holidays are as follows:

January 1 (New Year's Day)  
Third Monday in January (MLK Day)  
Third Monday in February (President's Birthday)  
Last Monday in May (Memorial Day)  
July 4 (Independence Day)  
First Monday in September (Labor Day)  
November 11 (Veteran's Day)  
Thanksgiving Day  
Friday immediately following Thanksgiving Day  
December 24 or December 31  
December 25 (Christmas Day)

- b. Additional Provisions. Any employee who works in a facility which operates seven (7) days a week and who works on a County recognized holiday, shall be paid at double time and one-half their regular rate, *i.e.* pay for 20 hours on an 8-hour work day. If a holiday falls on the employee's day off, payment will be made at straight time with no additional day off.

## ARTICLE 20. RETIREMENT PROVISIONS

- a. County agrees to provide 2% at 55 full formula PERS retirement for miscellaneous members.
- b. County agrees to pay the member's contribution for PERS retirement, at the rate of 7% of gross pay, less Social Security (FICA) adjustment.
- c. Full-time employees shall pay their own contribution for both Social Security and Medicare through payroll deductions.
- d. PERS benefit to miscellaneous employees shall consist of:
1. Final compensation to be based on highest one year's salary;

2. Include post-retirement survivor allowance;
  3. Allow 260 days of accrued sick leave to be added to service credit;
  4. Employer Paid Member Contribution (EPMC)
  5. All other provisions as amended in the County PERS contract.
- e. New PERS members hired after January 2013 will fall under PEPRA. Employees will receive 2% @ 62 PERS Formula and will be required to pay at least 50% of normal cost.

## **ARTICLE 21. PERSONNEL RULES**

The Personnel Rules are hereby incorporated by reference.

## **ARTICLE 22. EMPLOYEE ASSISTANCE PROGRAM**

The County will provide an Employee Assistance Program.

## **ARTICLE 23. TRAVEL PAY**

County will use the Internal Revenue Service (IRS) policy regarding reimbursement of travel pay. If the IRS rates increase, the County reimbursement rates will increase in the same amount as the IRS rates. Should the IRS rates decrease or undergo fundamental changes, renegotiations between the County and the Association on travel pay will occur.

## **ARTICLE 24. EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITY**

**Section 1. Dues Deductions.** The County agrees to deduct association dues from the wages of all ICPPOA members who have filed a written authorization with the association. The County will begin dues deductions at the beginning of the pay period after notice is provided by the Association and will transmit these funds to the Association in a manner which is mutually agreed to. If at any time an employee requests the County stop deducting association dues from their pay checks, the County will refer said employee to the Association.

The employee's earnings must be sufficient after other legal and required deductions are made to cover the amount of the dues. When an employee is in a non-pay status for an entire pay period, no deduction will be made to cover the pay period. In the case of an employee who is in a non-pay status during part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. In this circumstance, all other legal and required deductions (including health care deductions) have priority over Association dues.

**Section 2. Indemnification.** The county will not be responsible or liable for any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the County to transmit to the Association monies deducted from the employees pursuant to this Article.

**Section 3. ICPPOA Release Time.** County will release with pay ICPPOA Board of Directors or other ICPPOA members (maximum seven (7) employees) assigned to established ICPPOA committees, from their normal duties to conduct legitimate and reasonable Association business. An employee must request, in advance, release time which may be denied due to the operational needs of the department.

Granting of Release time is conditioned upon ICPPOA providing to the County a minimum of thirty (30) days' notice for any meeting or training that will require members to be away from work in excess of three (3) hours. ICPPOA and Personnel will work together to assure that such meetings or training will not adversely impact departments. Department heads will discuss with the Personnel Office any difficulties concerning ICPPOA release time prior to discussing such matters with the ICPPOA Board or any member of the ICPPOA Board.

## **ARTICLE 25. OUT OF CLASSIFICATION PAY**

Any employee assigned work in a higher classification will have his/her salary increased by a minimum of 5% or be increased to the higher classification for the time worked, whichever is greater, after five (5) working days, effective the first day worked.

## **ARTICLE 26. FLSA EXEMPT**

Attachment A lists those classifications, which are FLSA exempt.

## **ARTICLE 27. PROBATION PERIOD**

All employees under this MOU will serve a 12-month probationary period:

## **ARTICLE 28. UNIFORMS**

**Section 1.** The following uniform allowance applies only to full-time Probation Officer and Rehabilitation Specialist, who are required to wear a full uniform. Part time employees not required to wear a full uniform shall be provided required clothing by the department.

- a. The uniform allowance shall be \$800.00 per year for the cleaning, replacement and maintenance of clothing.
- b. This allowance shall be paid per pay period in the amount of \$30.77.
- c. All clothing damaged within the course and scope of employment shall be replaced or repaired at no cost to the employee. The determination of replacement or repair will be made by the department. Normal wear and tear of clothing articles is not included.

New employees only will receive a \$200.00 advancement of uniform allowance, non-accountable plan, to be paid through payroll. This \$200.00 advancement is to come from the current \$800.00 annual payment, whereby a new employee's uniform allowance shall be reduced for the proration of the advance payment to \$23.08 per pay period for the first year of employment

**Section 2.** The County shall provide all other employees covered by this Agreement who are required to wear a uniform, the necessary uniforms and will provide for the laundering for such uniforms. Laundering services will be provided directly through the County. Employees who elect to launder the uniforms through other means will do so at their own expense. The above is provided in lieu of a uniform allowance. The County shall provide the employees a list of the required uniforms.

## **ARTICLE 29. SPECIAL ASSIGNMENT PAY**

Any Probation Officer assigned to a recognized special assignment by the Chief or his designee shall be paid an additional 5% of their base pay for so long as they serve in such assignment. To qualify as a recognized special assignment the employee would have to complete a minimum of 40 hours of training in a specific field such as narcotics, sex crimes, crimes against children, etc.

- a. Up to one (1) Deputy Probation Officer II assigned to provide other employees with Weaponless Defense Training (WDT) shall receive an additional five percent (5%) of his/her base pay.
- b. Up to one (1) Deputy Probation Officer II assigned as a Firearms Instructor shall receive an additional five percent (5%) of his/her base pay.
- c. Employees who successfully demonstrate the ability to provide bilingual services to the public in the languages designated below shall be compensated as follows:

Spanish I – Those who can communicate with the public = (2%) of their base rate of pay

Spanish II – Those who interview and interrogate = (3%) of their base rate of pay

Spanish III – Those who speak, read, and write = (5%) of their base rate of pay

Upon passing the testing procedure administered by Human Resources, Department Heads will assign the level which they qualify to the employee.

Employees shall receive Spanish III compensation upon successfully passing of an exam that tests their oral communication skills, reading and writing ability.

The Association agrees to limit the number of paid Spanish speakers to four (4)

## **ARTICLE 30. PERFORMANCE EVALUATIONS**

Association will use county approved evaluation forms.

## **ARTICLE 31. DRUG-FREE WORKPLACE/DOT DRUG TESTING POLICY**

The County will enforce the Alcohol and Drug Abuse policy as amended September, 1991.

## **ARTICLE 32. MATERNITY LEAVE OF ABSENCE**

Maternity leave is governed by Personnel Rule 10.2

### **ARTICLE 33. TUITION REIMBURSEMENT**

The County will reimburse educational expenses in accordance with the tuition reimbursement program. The County will also continue to reimburse all costs for licenses and certifications used in the course of employment.

### **ARTICLE 34. SMOKING**

There shall be no vaping, smoking or chewing of tobacco in any County facility or County vehicle. Employees vaping and/or smoking on County property shall smoke in designated smoking areas, which areas will be agreed to by the County and Association.

### **ARTICLE 35. MISTAKEN OVERPAYMENTS**

Should any employee be overpaid due to any mistake or inadvertence, the County may recover the amount of overpayment by subsequent unilateral deductions from the pay of the employee in question up the amount of overpayment. However, not more than 10% of any such employee's net pay shall be deducted from any one paycheck for this purpose. Notwithstanding this, employee will have the option of 10%-25% being deducted from any one paycheck.

### **ARTICLE 36. LETTER OF REPRIMAND**

Any employee who receives a letter of reprimand shall be entitled to submit a written response thereto, which shall be placed in such employee's personnel file, along with the written reprimand. While the employee may discuss a reprimand with the Director of Personnel Services, who shall have the authority to remove the letter, there shall be no right to grieve or appeal any reprimand, warning, or counseling nor shall there be any formal hearings or review procedures concerning any reprimand, warning, or counseling.

### **ARTICLE 37. AUTHORIZED AGENTS**

Authorized agents, for the purpose of administering the terms and provisions of the Memorandum of Understanding shall be:

- A. Representing the County  
County Administrative Officer  
P.O. Box N  
Independence, CA 93526
- B. President ICPPOA  
P.O. Box 153  
Bishop, CA 93515
- C. Agent  
Mastagni, Holstedt, Amick, Miller, Johnsen & Uhrhammer  
1912 I Street  
Sacramento, CA 95814



## **ARTICLE 38. SOLE AND ENTIRE MEMORANDUM OF UNDERSTANDING**

**Section 1.** It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and memoranda of agreement or memoranda of understanding, or contrary salary and/or personnel resolutions, oral or written, expressed or implied, between the parties, and shall govern the entire relationship and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with Federal or State law.

**Section 2.** The parties acknowledge that the Board of Supervisors will adopt this Agreement by Resolution and that said Resolution shall remain in full force and effect during the life of this Memorandum of Understanding.

## **ARTICLE 39. NO STRIKE-NO LOCKOUT**

**Section 1.** The Association, its officers, agents, representatives, and/or members agree that during the term of this MOU they will not cause or condone any strike, walkout, slowdown, sickout or any other job action by withholding or refusing to perform services.

**Section 2.** The County agrees that it shall not lockout its employees during the term of this MOU. The term "lockout" is hereby defined so as not to include the discharge, suspension, termination, layoff, failure to recall or failure to return to work of employees of the County in the exercise of its rights as set forth in any of the provisions of the MOU or applicable ordinance or law.

**Section 3.** Any employee who participates in any conduct prohibited in Section 1 above may be subject to disciplinary action up to and including discharge.

**Section 4.** In the event that any one or more officers, agents, representatives, or members of the Association engage in any of the conduct prohibited in Section 1 above, the Association shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this MOU and is unlawful and they must immediately cease engaging in conduct prohibited in Section 1 above, and return to work.

## **ARTICLE 40. EMERGENCY WAIVER**

In the event of circumstances beyond the control of the County, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, if the County Administrative Officer or his designee so declares, any provisions of this Agreement, which restricts the County's ability to respond to these emergencies, shall be suspended for the duration of such emergency. After the emergency is declared over, the Association shall have the right to meet and confer with the County regarding the impact on employees of the suspension of these provisions of this Agreement and any Personnel rules and policies.

## **ARTICLE 41. SEPARABILITY**

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this MOU shall remain in full force and effect.

**ARTICLE 42. WAIVER**

**Section 1.** The parties mutually agree that, except as specifically provided herein, neither party shall seek to negotiate or bargain with reference to wages, hours, or terms and conditions of employment, regardless of whether covered by this MOU or in the negotiations or mediation leading thereto and irrespective of whether or not such matters were discussed or were even within the contemplation of the parties hereto during the negotiations or mediation leading to this MOU. Regardless of the waiver contained in this Article, the parties may, by mutual agreement, in writing, agree to meet-and-confer about any matter during the term of this MOU.

**Section 2.** The parties shall reopen any provision of this MOU for the purpose of complying with any final order of a federal or stand agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this MOU in order to comply with state or federal laws.

**Section 3.** The parties acknowledge that this MOU shall not be in force and effect until ratified by the Association and adopted by the Board of Supervisors of the County of Inyo.

**ARTICLE 43. MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding shall be in force from April 1, 2021 through March 31, 2024. The County will provide each employee represented by the Association with a copy of this and all subsequent MOUs.

**ARTICLE 44. RATIFICATION AND EXECUTION**

The County and the Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by the Association and adopted by the Board of Supervisors of the County of Inyo. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of the County and Association, and entered into this day 4<sup>th</sup> of May 2021.

COUNTY OF INYO:



Jeff Griffiths  
Chairperson

INYO COUNTY PROBATION  
PEACE OFFICERS ASSOCIATION



Penny Brown  
ICPPOA President